

42 Elgin Road  
Ballsbridge, Dublin 4

March 26, 2015

To: Prospective Quoters

Subject: Request for Quotations number SEI300-15-Q-0011

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for Audio Visual services at an outdoor conference-themed event at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Services are required April 22 and April 23, 2015.

Please see full details of the request below and reply to Mr Emmet Downey [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov), ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

**A public site visit will be held on Wednesday April 1, 2015 @ 11:00.**

Those interested in attending the site must provide name and vehicle details 24hrs in advance of the meeting to Mr Downey. No more than 3 representatives per contractor will be admitted. Note: non-attendance at site visit does not preclude contractors from submitting a quote so long as it's received before the due date.

**Quotations are due on or before Thursday April 9, 2015 @15:00.**

Quotations may be delivered in hard copy at the above address or via email to [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov).

## **Solicitation: SEI300-15-Q-0011**

### **AUDIO VISUAL SERVICES**

#### **SCOPE OF WORK**

Specific requirements as follows:

Event: Conference-themed event in marquees. See marquee layout below.

Date of Event: Wednesday, April 22, 19:00 – 21:00 AND

Thursday, April 23, 09:00 – 17:30

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Set-up/De-rig: Set-up available from Tuesday April 21,

De-rig, all equipment must be removed by COB on Friday, April 24

Please quote to provide for the following:

- Complete audio/video set up/de-rig required including TV screens, speakers, microphones, cabling etc..

Please use the following as guideline for your quotation:

April 22: 19:00 – 21:00 – Reception in Main Marquee

April 23: 09:00 – 17:30 – Full conference in Main Marquee except when breakout sessions take place 13:00 – 16:00 – Breakout sessions in breakout tents

There are 4 x breakout meeting marquees (9mt x 12mt), each will seat 80 guests and will need:

- 5 x wireless microphones
- 1 x PA system (2 speakers, amplifier)

The main marquee (15mt x 30mt) will seat 400 guests and will need:

#### **AUDIO**

- 5 x wireless microphones
- 1 x podium microphone
- 1 x suitable speakers system for the size of the space
- 5 x DI boxes (for lunchtime musical performance)
- Stage lights - suitable to light the speakers and podium

#### **VIDEO**

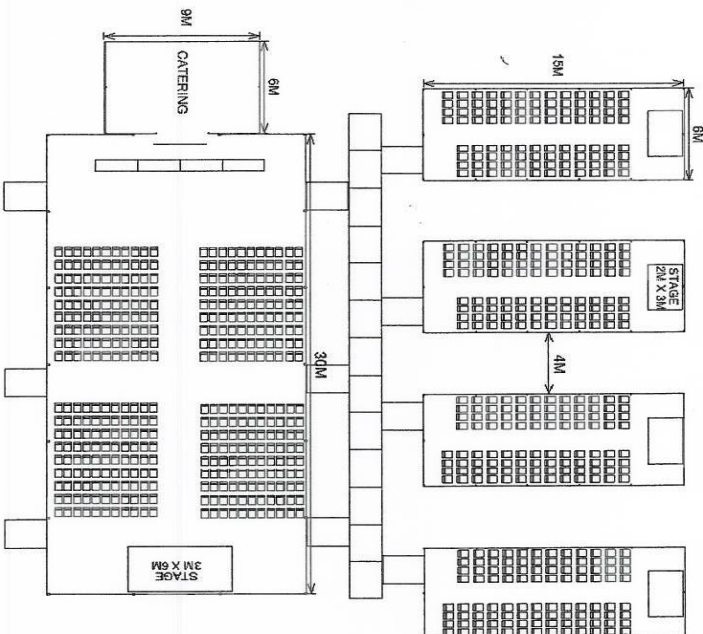
- Projector screen (4K, HD)
- 6 x TV monitors (52")
- 1 x presenter TV monitor

#### **VIDEO PRODUCTION**

##### Main Marquee

- 2 x cameras to record and give live feed to projector
- All raw footage to be delivered in .h264 format
- Option of 3 minute edited video package

**Note:** A limited provision of electrical outlets available. Please include generator cost in your quotation.



Client	American Embassy			Event ref	Phoenix Park		
Event title	Corporate Function			Drawing number			
Venue		Event date (s)	22nd & 23rd April 2015	Structure size	15m x 30m + 4m, 6m x 15m		
				Drawn By	[Redacted]		
				Date	09/03/2015		

Drawing 15 - Function